

## **MEDICAL STUDENT ROTATIONS MEDICAL EDUCATION POLICY**

ISSUED BY:	UPMC Hamot Medical Education
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### **PURPOSE AND SCOPE:**

To outline guidelines for medical students rotating at UPMC Hamot.

### **POLICY:**

The policy of UPMC Hamot and the Department of Medical Education is to provide an environment of learning. Medical students from LCME or AOA accredited medical schools may participate in clerkships in clinical sites within medical education which includes UPMC Hamot-owned physician offices, ambulatory facilities and the hospital. The students will be under the guidance and direct supervision of an attending physician and/or resident.

This policy also applies to medical students serving a clerkship elsewhere who accompany a physician to UPMC Hamot, provided the student performs patient care activities.

### **PROCEDURE:**

The following procedures and policies apply to all student rotations at UPMC Hamot:

- All medical student rotations are arranged through the UPMC Hamot Office of Medical Education with the approval of the supervising physician.
- Students must be enrolled in either a LCME or AOA accredited medical school. Only students in their third and fourth years of medical school will be considered for formal rotations.
- Prior to the student beginning their rotation, the Office of Medical Education requires proof of the students' medical liability insurance, health insurance, immunization records, criminal background check, and other documentation as necessary.
- Students will report to the Office of Medical Education the first day of their rotation. At this time they will receive an orientation packet, complete mandatory forms (including HIPAA compliance), and obtain a UPMC Hamot photo identification and information regarding their rotation.
- Students will wear their photo ID whenever on duty and will identify themselves as students to patients, other healthcare workers, and on all entries to the medical record.

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- All patient care rendered by the student will be under the direct supervision of an attending physician and/or resident. The attending physician assumes the ultimate responsibility for patient care.
- Specific expectations of the medical student during the rotation will be defined by the attending physician of that particular department.
- The supervising physician will evaluate the student using the medical school's evaluation form/method upon completion of the rotation.
- Students may take patient histories, perform physical exams, medical procedures and laboratory tests. They shall not perform these services without the direct and immediate supervision of the attending physician.
- Students may write notes and orders on patient charts, but notes and orders do not become official until countersigned by an attending physician or resident beyond the PGY-1 level. Orders cannot be acted upon until countersigned by a supervising physician.
- Students are not permitted to perform any dictations.
- Students may not prescribe or dispense medication.

### **FORMS:**

- Mandatory and other orientation forms, including HIPAA compliance.
- Medical school student evaluation form.

### **RELATED POLICIES:**

- [Visiting Residents Medical Education Policy](#)
- [Observership Medical Education Policy](#)